

**MIDDLESEX COUNTY RETIREMENT SYSTEM
POSITION DESCRIPTION**

Position Title:	Employer Reporting Representative	Date: September 10, 2018
Reports To:	Chief Administrative Officer	FLSA: Non-Exempt
Salary Range:	\$60,000-\$70,000	

GENERAL SUMMARY

The Employer Reporting Representative is responsible for maintaining member accounts and providing employer units with the proper reporting methods of monthly retirement deductions.

ESSENTIAL JOB FUNCTIONS*

- Process enrollment forms, separation of service forms, changes of address, and beneficiary information for active members.
- Request transfers of member accounts from other retirement systems and notify employer units of member contribution rate changes when necessary.
- Verify and audit payroll files submitted by employer units by reviewing payroll registers and error reports and communicating with members and employers to resolve issues when necessary.
- Audit contribution rates and bill for incorrect percentages when wrong amount is withheld.
- Prepare refund data for the refund department on incorrect percentages on new member transfers and incorrect assessments.
- Balance on an annual basis member deductions and Pension Reserve Fund.
- Assist with preparation of member annual statements.
- Adhere to Board policies and exhibit core competencies as established by the Board.

OTHER DUTIES AND RESPONSIBILITIES

- Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

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OTHER TESTING REQUIRED

- A Criminal Offender Record Information (CORI) query is required.

COMPETENCIES

- **Action Oriented/Initiative** –Enjoys working hard and being productive; is action oriented for the tasks he/she sees as challenging, seizes opportunities; expresses opinions and initiates ideas, is engaged in the process and is proactive in helping others and takes a task and completes it within the procedures and protocols established by the Board.
- **Quality/Accuracy/Detailed Oriented** – Continuously looks to improve the quality of processes and products; understands the balance between quality, cost and time; solicits, listens and responds to feedback and suggestions pertaining to quality; promotes the importance of quality in the organization; is precise and accurate and pays attention to details; double checks work before passing it on and understands priorities can change and adjusts quickly.
- **Trust/Fosters a Positive Environment** – Builds a strong sense of confidence with others; empowers others; treats others fairly and truthfully, values the opinions of others; acts with tact and diplomacy; models organizational values, creates an environment where people can and want to do their best and words and actions are consistent.
- **Customer Orientation**—Develops strong trusting relationships with customers; gains intimate understanding of the customer’s needs; counsels customers on technical issues based on those needs; addresses and acts on customer feedback and delivers results that meet the customer’s needs.
- **Communication/Listens to Understand/Conflict Management** – Pays full attention to what the other person is saying; seeks to understand the emotions, meanings and the underlying issues; is seen as approachable, confirms full understanding before responding; addresses conflict in an open and trusting manner; avoids assessing blame, resolves conflict in an open , trusting and timely manner; communicates clearly and effectively in writing and in person and understands individual communication styles.
- **Teamwork**—Works cooperatively with others, makes efforts to include others in the team; encourages all to participate in discussion, celebrates successes together; contributes to achieve a common objective; makes decisions that benefit the team and assists others when needed.
- **Integrity/ Ethics and Values** – Adheres to an appropriate and effective set of core values and beliefs during both good and challenging times; acts in line with those values; rewards the right values and disapproves of others; actions are consistent with words; is seen as a truthful and trusted individual and keeps confidence.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES

- Bachelor’s Degree in related field or equivalent work experience.

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- At least three years working with a retirement system or finance department required.
- Ability to follow instructions and function independently within prescribed deadlines.
- Strong verbal and written communication skills.
- Good working knowledge of computers, including Microsoft Office.
- Previous experience with Massachusetts General Laws Chapter 32 preferred.
- Ability to use PTG software preferred.

WORKING CONDITIONS/PHYSICAL DEMANDS

- Sit for long periods of time.
- Use hands to finger, handle or feel, or to talk or hear.
- Frequently reach with hand and arms, and stand and walk.
- Occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision and ability to adjust and focus.

SUBMISSION REQUIREMENTS

To apply for this position, please submit a cover letter and resume to Lisa Maloney, Esq., Chief Administrative Officer, Middlesex County Retirement System, P.O. Box 160, Billerica, MA 01865, by **2:00 p.m., Friday, September 28, 2018.**

840 CMR 1.03: Prohibition Against Certain Persons Holding Certain Positions

No individual who has been convicted of robbery, bribery, extortion, embezzlement, fraud, grand larceny, burglary, arson, a felony violation of state or federal law defined in Section 102(a) of the Comprehensive Drug Abuse Prevention and Control Act of 1970, murder, rape, kidnapping, perjury, assault with intent to kill, any crime described in Section 9(a)(1) of the Investment Company Act of 1940 (15 U.S.C. 80a-9(a)(1)), a violation of Section 302 of the Labor-Management Relations Act, 1947 (29 U.S.C. 186), a violation of Chapter 63 of Title 18, United States Code, a violation of Section 874, 1027, 1503, 1505, 1506, 1510, 1951, or 1954 of Title 18 United States Code, a violation of the Labor-Management Reporting and Disclosure Act of 1959 (29 U.S.C. 401), any felony involving abuse or misuse of such person's position or employment in a labor organization or employee benefit plan to seek or obtain an illegal gain at the expense of the members of the labor organization or the beneficiaries of the employee benefit plan, or conspiracy to commit any such crimes, or a crime in which any of the foregoing is an element or has been found by the Commission or any court to have violated his/her fiduciary duty or has been found by the Ethics Commission or any court to have violated M.G.L. c. 268A, shall serve or be permitted to serve:

(1) As a member, administrator, fiduciary, officer, trustee, custodian, counsel, agent, employee or representative in any capacity of a board.

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(2) As a consultant, manager or provider of goods or services to a board.

(3) In any capacity that involves decision making authority or custody or control of the monies, funds, assets or property of any system.

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